



Ohio Administrative Code

Rule 3358:17-1-02 Officers of the board and their duties.

Effective: [March 21, 2015](#)

(A) Officers

A nominating committee shall be appointed by the chair at the November meeting for the purpose of nominating officers. The officers of the board of trustees shall consist of a chairman and a vice-chairman. The president of the college shall serve as secretary to the board.

(1) Election of officers.

Election of officers shall be held at the first regular meeting of each calendar year, and each elected officer shall hold office for the period of one year or until his or her successor shall be duly elected or qualified. The vote of a majority of all trustees then in office shall be necessary to elect an officer of the board.

(2) Removal of officers.

Any officer of the board may be removed at any time, either with or without cause, by resolution adopted by the board at any meeting of the board, the notice of which having specified that such removal action was to be considered.

(3) Election of the chair.

Each voting trustee shall be eligible for election as chair of the board. The chair shall be elected to a one-year term, and subject to the review provided by this paragraph, the incumbent, if eligible under his or her term as trustee, may serve a second and a third year. Before the end of the first year, and as applicable, before the end of the second year of the term of the chair, the board committee on trusteeship shall conduct a review of the chair, and after consultation with the members of the board, shall recommend to the board whether the chair should be the only candidate for election as chair for the next year.



(B) Duties of officers.

The duties of the officers of the board shall be as follows:

(1) Duties of the chair.

The chair shall preside at all meetings of the board of trustees, appoint or provide for the election of individuals to serve in advisory capacities for special objectives on an ad-hoc basis, and perform such other duties as may be prescribed by law or action of the board of trustees. The chair shall review and approve meeting agendas provided by the college president.

(2) Duties of the vice chair.

The vice-chair shall preside at meetings of the board of trustees in the absence of the chair, and perform such other duties as may be assigned to him/her by the board of trustees.

(3) Duties of the secretary.

The secretary of the board shall be the custodian of and responsible for the official books, records, and all transactions of the board, and such books, records, and transactions shall be open to public inspection in accordance with Ohio law. The secretary shall be the custodian of the college seal and cause its imprint to be placed whenever and wherever appropriate; and shall sign, execute and deliver in the name of the college any documents as authorized by the board. The secretary shall keep the minutes of all meetings of the board and of committees of the board and shall see that all notices are duly given in accordance with the provision of these rules. In addition, the secretary shall perform such other duties as from time to time may be assigned to him or her by the board or by the chair.

(4) Presiding officer, chairman and vice-chair absent.

In the absence of the chair and the vice-chair, the board shall by majority vote, choose a chair pro tem.



(5) Duties of the treasurer.

The treasurer shall be the fiscal officer of the college and shall receive and disburse all funds of the college under the direction of the president and the board. No contract of the board involving the expenditure of money shall become effective until the treasurer certifies that there are funds of the college otherwise unappropriated sufficient to provide therefore. The treasurer shall keep the accounts of the college in the manner required by law or requested by the Ohio board of regents or by the state department of education, the board or the president.